

Arthur J. McDougle

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OBJECTIVE:

A management associate position in the commercial banking field where problem solving, leadership and communication skills can be contributed to a company that is client driven, committed to growth, and strives to provide the best financial services possible.

EDUCATION

The University of North Carolina at Greensboro

May 2006

MBA

GPA: 3.5

Boston College

May 2004

B.S. in Finance, Insurance, and Real Estate, Minor in Sociology

Major GPA: 3.0

- **Honors:** Dean's List (Fall 2003), The National Dean's List (2003-2004)
- Worked 15-20 hours a week throughout school.

LEADERSHIP

Finance, Insurance, and Real Estate Society, BC Chapter

- President
- Vice-President

Spring 2004

Fall 2003

Delta Sigma Pi, International Business Fraternity

- Pledge Class Treasurer

Fall 2003

EXPERIENCE

Good Times Restaurant, Springfield, MA

May 2002-Present

Expediter

- Handle all communication and coordination between servers and kitchen staff and demonstrate ability to multi-task in a fast-paced environment.
- Ensure food is served within specified time frames and inspect food before it leaves the kitchen.

Server

- Train new wait staff on serving procedures and customer service.
- Built one-on-one relationships with customers. Customers request my service based on past experiences.
- Selected by President of Human Resources to redo bar manual for a corporation with over 20 restaurants and to serve as the administration assistant for the opening of a large restaurant.
- Selected by manager to do schedule for all Front-of -House employees, approximately 75 people.

Joe's Restaurant and Pub, Springfield, MA

January 2001-August 2001

Head Wait Staff

- Received promotion to head wait staff, while continuing server responsibilities.
- Collected server's money at the end of shift, organized daily deposits, and entered information on Excel.

Server

- Trained new wait staff and promoted a "lead by example" mentality.
- Recognized by management for meeting sales goals during restaurant competitions.

Epsilon Contracting, Inc., Boston, MA

June 1996-August 2000

Receptionist

- Answered all incoming calls in busy office and greeted clients that entered office.
- Completed administrative work such as filing, typing, cost spreadsheets and completely reorganized filing systems that were 15 years old.
- Handled all homeowner requests; coordinated all jobs between home owners and sub-contractors.

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint), Microsoft Works